

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Inspector

Revision Date: 08/09

EEO Code: Technician

Status: Non-exempt

Control No: 30466

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fire Marshal, provides the City with prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical and environmental concerns.

III. Essential Duties:

- Perform on site fire safety inspections and keep records of inspections.
- Promote fire prevention and education within Sandy City, through public education and code enforcement.
- Perform site plan review, development and examination.
- Coordinate fire hydrant placement within Sandy City with developers.
- Assist in origin and cause determination and fire investigations.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires one year technical or vocational training in Fire Science or closely related field.

**Experience:** Requires two years of experience in job related activities with demonstrated competence; additional experience may be substituted year for year for education requirement.

**Certificates/Licenses:** Requires valid Utah Driver's License and state of Utah Fire Inspector I certification

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Uniform Fire Codes and enforcement techniques; origin and cause determination; site plan review, development and examination; Emergency Operation Plans and their preparation; fire inspection and investigation procedures; department prevention procedures; computer word processing programs.

**Responsibility for:** Making sound decisions and using discretion and judgment; making decisions that take both aggravating and mitigating circumstances into consideration; moderate responsibility for the care, condition and use of materials, equipment, money and tools; public education concerning fire prevention procedures and practices.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; establish and maintain effective working relationships with employees and the public; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; frequent contact during emergency situations; important public contact regarding emergency disaster preparedness; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Regular use of telephone, City vehicle, computer, printer and fax machine; frequent use of a calculator, video recorder, slide projector and two-way radio.

**Analytical Ability:** Must be able to sell the virtues of self-reliance without unnecessary fears of a disaster; perform conflict resolution; work in emergency situations; make decisions; evaluate and analyze data and make recommendations; implement programs.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to exposure to difficult situations, contact with the public involving interpersonal conflicts; and deadlines; employee will sit or stand for long periods of time.

*Work Environment:* Moderate mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; employee will generally work in a field setting requiring frequent exposure to noise, dust, all types of weather conditions and traffic.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_